



Montana

Office of Public Instruction

Extended/Expanded Learning Opportunity (ELO) Grant

How-To Setup to Apply/Receive a Grant

Prepare, Prevent, and Respond to COVID-19



ELO Grant Timeline for Afterschool 2023-24

- Funds are allocated in **E-Grants**, drawn down through Cash Requests for allowable expenditures.
 - Cash Requests must be submitted by 25th of each month.
 - Payments will be processed by the 10th of the following month.
- Afterschool 23-24 Funds must be expended between 9/1/2023 – 5/31/2024.
 - Grant portal open: August 2023
 - Grant portal close: When funding is depleted (estimated late September 2023)
 - Grant award notifications: Ongoing until funding is depleted
 - Outcome reporting will be December 2023 and May 2024
 - Grant cycle will end June 2024
 - Cash Requests due no later than May 25, 2024
 - Final Expenditure Reports (FERs) due no later than June 25, 2024



ELO Grant Timeline for Summer 2024

- Funds are allocated in **E-Grants**, drawn down through Cash Requests for allowable expenditures.
 - Cash Requests must be submitted by 25th of each month.
 - Payments will be processed by the 10th of the following month.
- Summer 2024 Funds must be expended between June 1 – August 31, 2024.
 - Grant portal reopen: April 2024
 - Grant portal close: June 14, 2024
 - Grant award notifications ongoing until June 28, 2024
 - Outcome reporting will begin August 2024
 - Grant cycle will end September 2024
 - Cash Requests due no later than August 25, 2024
 - Final Expenditure Reports (FERs) due no later than September 25, 2024

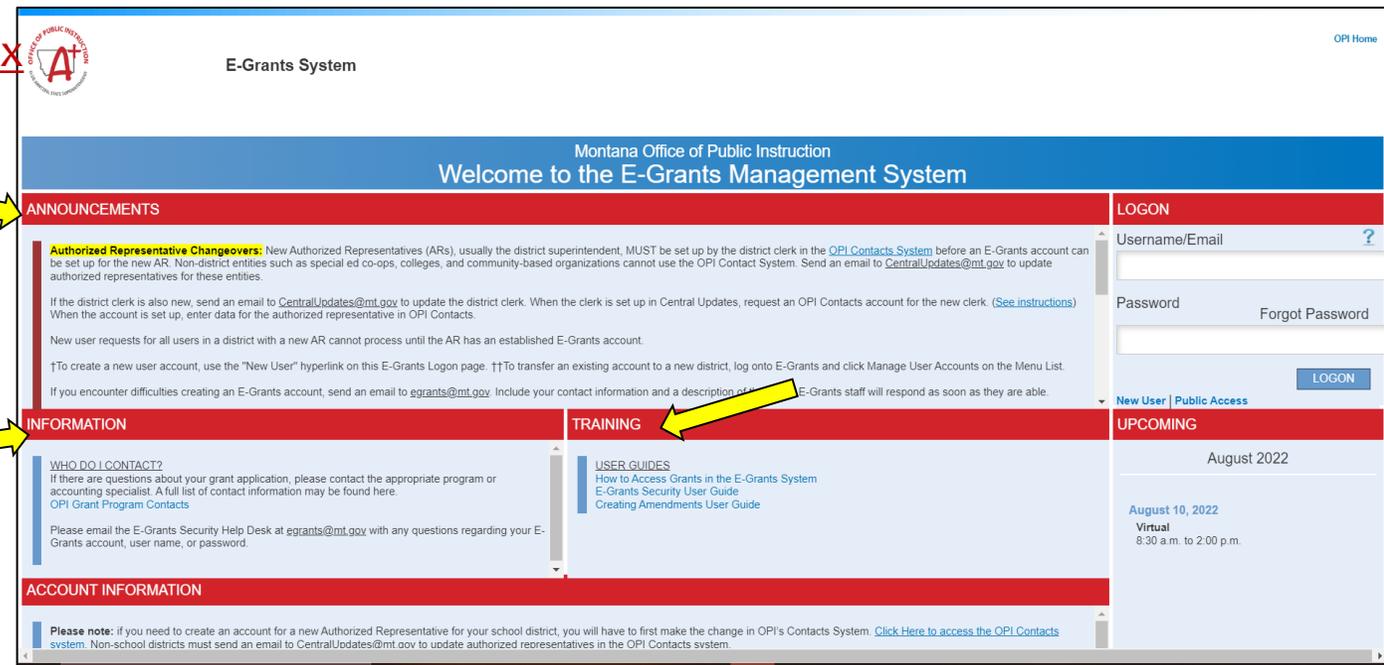


Finding E-Grants

- E-Grants can be accessed on the OPI Website by navigating to:
 - Leadership > Finance & Grants > E-Grants
- The direct link is here:

<https://egrants.opi.mt.gov/opigmsweb/logon.aspx>

On the E-Grants Login page, there is helpful information in case you ever need it





First Time Setup in E-Grants

- If you do not already have an E-Grants account, you will need to request access.
- Read the “[E-Grants Security User Guide](#)”
 - Pages 16-17 to set up a new LE (Legal Entity)
- Please email Allison Agostino (allison.agostino@mt.gov) immediately after requesting a new LE, so we have documentation and can support you in the process.

Montana Office of Public Instruction
Welcome to the E-Grants Management System

ANNOUNCEMENTS

E-GRANTS
-- Refer to "TRAINING" section for guidance on how to view and create applications, program reports and intents to apply.
... on new user accounts, removal of users, and role modifications to existing accounts. Descriptions of the available roles are under ACCOUNT INFORMATION below.
... email to egrants@mt.gov providing the new name and/or email address. Changes will be completed by OPI E-Grants staff as soon as possible.

INFORMATION

WHO DO I CONTACT?
If there are questions about your grant application, please contact the appropriate program or accounting specialist.
A list of contact information may be found here.
[OPI Grant Program Contacts](#)

Please email the E-Grants Security Help Desk at egrants@mt.gov with any questions regarding your E-Grants account, user name, or password.

TRAINING

USER GUIDES
[How to Access Grants in the E-Grants System](#)
[E-Grants Security User Guide](#)
[Creating Amendments User Guide](#)

LOGON

Username/Email [?](#)

Password [Forgot Password](#)

LOGON

[New User | Public Access](#)

UPCOMING

April 2023

April 7, 2021 - August 31, 2023



First Time Setup – Vendor and UEI Number

After setting up a new LE (Legal Entity) in E-Grants, the below is also required:

- **UEI numbers** are assigned by the federal government, through [SAM.gov](https://sam.gov)
 - *The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.*
- The following **forms** must be submitted to OPI:
 - [W-9](#) Form
 - [204 EFT](#) Form
- To submit the forms, use the **Secure File Transfer Service**
 - Link here: <https://transfer.mt.gov/Home/Login> (you may have to create an account)
 - In the File Transfer, send the files to Julie.Moore@mt.gov
- OPI will notify you once your vendor information has been set up.



Start this process NOW so that your vendor info gets setup in time!



Resources at OPI.MT.GOV

ELO Webpage:
<https://opi.mt.gov/COVID-19-Information/ESSER/ESSER-ARP-Summer-Enrichment-Grant-Info>

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OFFICE OF PUBLIC INSTRUCTION PUTTING MONTANA STUDENTS FIRST

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Montana Office of Public Instruction

Welcome to the Office of Public Instruction

Superintendent Elsie Arntzen is proud to serve our Montana families, students, and teachers. **Families are the foundation of learning as our parents are our first teachers.** Our students are our most precious resource and the future of this great state. As a teacher of 23 years, the Superintendent knows the importance of quality educators in the classroom and is working to ensure Montana teachers have the flexibility needed to put our Montana students first.

The Montana Office of Public Instruction (OPI) is charged with the responsibility of providing technical assistance in:

- School Finance
- School Law
- Teacher Certification and Licensing
- School Accreditation
- Teaching and Learning Standards

The OPI staff administer a number of federally funded programs and provide a variety of information services, including the information systems necessary to assess student achievement and the quality of Montana's elementary and secondary school systems.

- › 2021-2022 Summative
- › 2023 Teacher of the Year
- › Meet the Executive Staff
- › OPI Organizational Chart
- › See OPI Press Releases
- › **ESSER**
 - › EANS
 - › Broadband
- › Assessment Scores

OFFICE OF THE SUPERINTENDENT

E-Grants Login Page:

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Extended/Expanded Learning Opportunity (ELO)

General Grant Information: Extended/Expanded Learning Opportunity (ELO)

As Montana students and families work to recover from the adverse impacts of the COVID-19 pandemic, this grant seeks to support and empower young learners across the state through a coordinated, comprehensive, and consistent community approach. The pandemic has exposed and exacerbated the personal and academic challenges many Montana students face. Helping them overcome those challenges requires not only the efforts of Montana educators within the confines of a school day but also the efforts of student-focused extended and expanded nontraditional education framework. This grant is an opportunity to address students' personal and academic needs, ensure parents and guardians are able to rejoin the workforce, and ultimately continue to strengthen Montana communities. The grant seeks to provide Montana students and families with a:

- comprehensive, out-of-school time experience that builds upon a student's formal school day instruction to provide additional academic and whole-child wellness support as a result of the COVID-19 pandemic.
- safe and healthy environment to be during extended and expanded learning time frames that employ practices to prevent COVID exposure to students;
- deeper connection to their community allowing them to understand the full breadth of supports and opportunities available to them.

[WATCH THE OPI GUIDANCE ON THE ELO GRANT HERE](#)

› Grant Eligibility & Requirements

› Grant Reporting Requirements

› FAQ and Guidance



Thank You!

Feel free to reach out for questions or support:

ESSER/ELO Program Questions

Allison Agostino at allison.agostino@mt.gov or 406-202-7685

Wendi Fawns at wendi.fawns@mt.gov or 406-437-8595

Cash Request Questions

Steven Morgan at steven.morgan@mt.gov or 406-594-9728